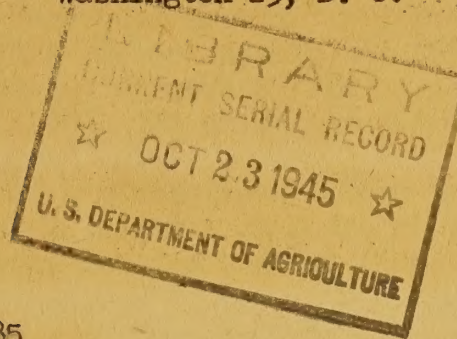


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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Administration  
Bureau of Agricultural and Industrial Chemistry  
Washington 25, D. C.



June 13, 1945

BUREAU MEMORANDUM NO. 385

Approval of Manuscripts for Official Presentation and Publication

MEMORANDUM TO ALL EMPLOYEES OF THE BUREAU OF A. & I. C.

Effective today the following procedure will be followed in requesting Bureau approval of manuscripts for official presentation and publication. Bureau Memorandum No. 386, dated June 13, 1945, outlines the procedure to be followed in requesting approval for private publication.

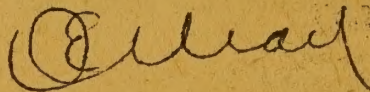
1. Since approximately 95 percent of the requests for approval are ultimately for both presentation and publication, authors should request this broader approval whenever it is practicable to do so. Such approval will enable authors to respond immediately to requests for publication of their papers in proceedings or elsewhere. Such manuscripts will follow present procedure of being reviewed in the four Regional Laboratories and Divisions before they are sent to Washington for Bureau approval.
2. There are instances where a request for approval for presentation only may be sufficient. When such a request is made, copies of the manuscript must be forwarded to the other Laboratories and Divisions at the same time a copy is sent to Washington so that all may be informed of the subject to be presented. Should there be a question as to the propriety of presenting a manuscript, a wire to the Chief of Bureau, followed immediately by a detailed explanation of the request for delay, will hold up approval until the controversy is settled. Manuscripts intended for presentation only must be in the Washington office, and copies in the various Laboratories and Divisions, at least ten days before presentation date.
3. All manuscripts approved for presentation only will be stamped "NOT FOR PUBLICATION. APPROVED FOR PRESENTATION ONLY." This will be done in Washington at the time of approval and is to indicate that the author has no authority to grant permission to publish. Before publication such manuscripts must be resubmitted through regular channels for Bureau approval.



4. Issuance of so-called "Information Sheets" shall be discontinued. Any material intended for processing and distribution to the public or the trade must be submitted through regular channels for Bureau approval and the assignment of an AIC number.

The general procedure for handling manuscripts as outlined in my memorandum of July 14, 1944, is still in effect. This memorandum is merely to clarify a few points about which questions have arisen.

*Copy attached*



Chief of Bureau



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Administration  
Bureau of Agricultural and Industrial Chemistry  
Washington 25, D. C.

*July*  
June 14, 1944

To: P. A. Wells, Director, Eastern Regional Research Laboratory  
H. T. Herrick, Director, Northern Regional Research Laboratory  
D. F. J. Lynch, Director, Southern Regional Research Laboratory  
T. L. Swenson, Director, Western Regional Research Laboratory

From: O. E. May, Chief of Bureau

Subject: Preparation and Review of Manuscripts

You will recall that at our recent meeting in Philadelphia, a Bureau policy was developed with respect to the above subject. It has occurred to me that it would be well to transmit this policy to you in written form in order that misunderstandings with respect to it might not arise. It will be appreciated if you personally will review this subject in detail with your Division Chiefs and others having responsibilities in connection with the handling of manuscripts.

Special emphasis is to be placed on the primary responsibility of the Division Chief and Section Leaders of the Division in which a manuscript originates for the careful preparation and initial review of such manuscripts. The Division Chief should carefully review each manuscript in its earliest rough draft form and decide whether the subject matter of the manuscript is developed to a point sufficient to justify publication. Before a manuscript is approved by him, each Division Chief should see to it that its clarity, selection and presentation of data, justifiability of conclusions and general adequacy meet the highest standards of the journal in which the paper is expected to be published. If each Division Chief conscientiously will carry out this duty, I am convinced much of the delay and dissatisfaction incident to the preparation and review of manuscripts will be eliminated and that publications of a consistently higher quality will result. Division Chiefs must not be permitted to neglect this responsibility.

Each Laboratory has a Publications Committee. The Director, or his designated agent, such as the Publications Committee, will have all manuscripts submitted to him by Division Chiefs thoroughly reviewed by competent men on the Laboratory staff. The manuscript will then be revised in accordance with the criticisms made within the Laboratory



and the revised manuscript subjected to further review by the editor of the Laboratory. Only when the Director is convinced that the manuscript is in the most finished form possible should it be submitted to other Laboratories for further review. All manuscripts prepared for publication shall be submitted to the other Laboratories for review.

In reviewing manuscripts, it is expected as a matter of course that the review will be entirely objective in nature and that it will be undertaken by members of the staff who are technically competent within the broad field represented by the work reported in the manuscript. Comments should be made with the sole object of assisting in improving the quality of the paper. The reviewer should feel free to offer such criticisms with the assurance the comments will be received in this light. If, in the opinion of the Director of the Laboratory receiving the manuscript for review, the subject matter is such that a competent review cannot be made, the manuscript shall be returned promptly to the originating Laboratory with an explanation of why a review was not attempted.

When a manuscript is returned to the originating Laboratory after review by other Laboratories, the Director or the Publications Committee will see that all criticisms and comments receive serious consideration by the author. The director of the Laboratory, or his designated agent, shall finally determine whether such comments or criticisms have been met by the author. Should the criticisms not be fully met, the Director will note this fact and justify his action in submitting the manuscript to the Chief of the Bureau for approval. At the time of such submission, all of the criticisms and comments received from other Laboratories shall be sent to the Chief of the Bureau with the revised manuscript. Prompt consideration of the manuscript will be given in Washington and final action taken in the shortest possible time.

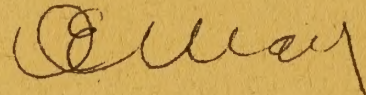
Where, in the opinion of the Director, the subject matter of the manuscript has informational value, it will be appreciated if a draft of a proposed press release be made at the Laboratory and attached to the letter of transmittal.

I am forwarding a copy of this memorandum to Messrs. Balls, Hall, Goldblatt and McFarlane. In order that we may operate a Bureau-wide system with respect to the handling of manuscripts, I ask that these gentlemen refer their manuscripts for review and handling in the manner outlined to the Directors of the Laboratories in which their activities are



Directors--3--

housed, and I ask the Directors to see that they are given the same opportunity as the Division Chiefs of the Regional Laboratories to review manuscripts submitted by other Laboratories. When manuscripts are in final form after field review has been completed, the Division Chiefs named will submit them to the Chief of the Bureau over their own signatures.



CC: Dr. A. K. Balls  
Dr. H. H. Hall  
Dr. L. A. Goldblatt  
Dr. V. H. McFarlane  
Mr. C. F. Speh  
Mr. H. A. Donovan  
Mr. F. L. Teuton  
Mr. H. P. Holman



